# SUBMIT EMPLOYMENT AND WAGE DETAIL FILE FOR QUARTERS PRIOR TO 2010

### Introduction

This section of the document will show how a TPA can submit employment and wage detail file for multiple employer accounts for quarters prior to 2010. The instructions here are applicable only if you are using the 'File Upload method' for multiple employers. If you wish to submit employment and wage detail reports using any other method from the individual employer account, please refer to the 'Employment and Wage Detail Reporting section' of the Employer User Guide.

IMPORTANT: The file format for uploading UI Gross wages and UHI gross wages has not changed, when you are submitting these reports for quarters prior to 2010. At the same time, please note that you will not be able to use this method for Quarters beginning 2010.

# Step-by-Step Instructions:

- 1. Navigate to the employment and wage detail home page using the instructions provided in the section 'Navigating to employment and wage detail home'.
- 2. Click on the link 'Submit Employment and Wage Detail File for Quarters Prior to 2010'. The following page will appear. Locate the UI wage detail file and UHI wage detail file that are ready for upload, from your local folders. Click 'Next'.

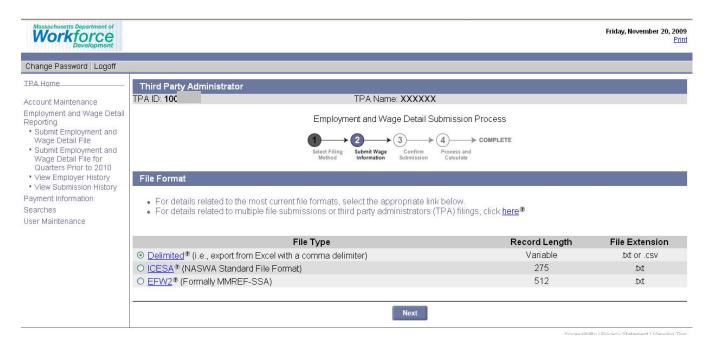


3. Both the UI file and UHI file, will be uploaded to QUEST and will be processed by a batch process that runs daily. After the upload is complete, the following page will appear, asking if you wish to submit the DOR wage detail files. Click 'Yes' to continue.

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4. The following page will appear, prompting you to select the file format for uploading the DOR wage detail file. Choose one of the formats and click 'Next'. **IMPORTANT**: The file format for the DOR wage detail file is similar to the Employment and Wage Detail reports for Quarters beginning 2010. Please refer to the 'Submit Employment and Wage Detail Files' for instructions on file format.



5. The following page will appear, prompting you to upload the file. Use the 'Browse' button to upload the file and click on 'Next', to continue.



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- 6. The following confirmation will appear, indicating that your DOR wage detail file has been uploaded. Click on 'Exit' to complete the process.
- 7. **IMPORTANT:** The DOR wage detail file you uploaded in the previous step will not be used to calculate the Quarterly contributions due for the employer account.

